

Postgraduate Application Form: notes for guidance

Please Note: This application form is for **taught postgraduate courses only**. If you wish to apply for a Research Degree (MPhil or PhD), the PGCE, a Graduate Diploma or any other named Diploma in Advanced Study - information about how to apply for these courses, as well as other post-experience courses is given in the postgraduate prospectus. *Additional paper application forms can be downloaded from the University's website or the CD-ROM course prospectus. An electronic copy can be completed and submitted online; there is a link to the online application form from the University's website www.brookes.ac.uk/postgraduate/application*

Please check the relevant course information on the current postgraduate prospectus CD-ROM, particularly entry requirements, before completing the application form. Copies of the prospectus are available from the Student Liaison Enquiry Centre, tel: +44 (0) 1865 484848, fax: +44 (0) 1865 483616, email: query@brookes.ac.uk. Postgraduate course information is available on-line at the following website: www.brookes.ac.uk/postgraduate

1 **Course Details**

Please supply the name of the course to which you are applying and the level of study (ie Master's, Postgraduate Diploma or Postgraduate Certificate);

Start date is usually September, but some courses have more than one start date, or start at a different time of year – please check course information in the postgraduate prospectus or on-line at www.brookes.ac.uk/postgraduate

Under mode of study, tick the appropriate box – you must check that the course is offered in the mode which you have selected.

2 **Personal Details**

You must complete all relevant sections, including nationality and country of domicile.

For applicants not born in the UK or the European Union (EU), please indicate the date when you first entered the UK/EU; the date when you most recently entered the UK/EU; and if relevant, the date on which you were granted permanent residence in the UK or EU. You will need to present your passport or other official documentation which verifies residency at the time of registration. If you have never been to the UK/EU or you do not have permanent residence in the UK/EU please leave this section blank.

3 **Your Education** (including professional qualifications and training courses)

Give the dates of attendance, name of institution, subject(s) studied and the result/qualifications obtained or expected (eg BA Hons 2:1) for all your current or previous post-secondary and secondary education. Include details of degrees or other qualifications which you expect to obtain before attending the programme at Oxford Brookes University;

If appropriate, give details of professional qualifications, including date when awarded, and details of membership of professional bodies. If appropriate, give information on relevant training courses, including length of course, dates, and awards.

Please Note: If you are a non-UK applicant, you must enclose a certified copy of your degree certificate or a transcript of your academic record to date.

4 **Your Employment / Professional Experience / Unpaid Occupations**

Describe any paid or unpaid work, which you have undertaken, and/or professional experience, which you have gained, giving dates, names of employers, job title and main responsibilities. If applicable, give details of any voluntary work experience and unpaid occupations, eg raising a family.

5 **Your English Proficiency** (Only fill in this section if English is NOT your first or main language.)

Please tell us about your qualifications and proficiency in English – if you do not already hold a recent acceptable qualification in English (eg IELTS or TOEFL), you must obtain one or successfully complete a University Pre-Sessional course (UPS) before you can be admitted to a postgraduate course at the University. It is very important that you are able to understand and use English well, so that you can benefit fully from your time at Oxford Brookes University.

If you have any queries regarding acceptable English language qualifications or would like to know more about UPS courses, please contact ICELS, the University's International Centre for English Language Studies on tel: +44 (0) 1865 483874, fax +44 (0) 1865 484377 or email: icels@brookes.ac.uk (www.brookes.ac.uk/go/ups)

Please Note: You must enclose certified copies of any English Language Certificates, as evidence of your English proficiency.

6 **Personal Statement**

Please indicate why you are applying to this particular course. This should include: your motivation for wanting to take this particular course and what it is you expect to gain from the course; how the course relates (if at all) to your previous education; what you hope to achieve in terms of career development by taking the course; what has influenced you to pursue a postgraduate qualification; what you consider to be your key academic strengths and weaknesses; and a description of your ability to work independently and with others.

7 **Disability or Special Needs**

a) **Disability or Special Needs**

In the box, please enter the code, which is the most appropriate to you from the list of statements below. Describe your condition in the space provided and where it is not obvious (ie with unseen disabilities), indicate whether you have special needs.

Disabilities/Support Required

- 0 None.
- 1 You have a specific learning difficulty (for example, dyslexia).
- 2 You are blind or partially sighted.
- 3 You are deaf or hard of hearing.
- 4 You use a wheelchair or have mobility difficulties.
- T You have Autistic Spectrum Disorder or Asperger Syndrome.
- 6 You have mental health difficulties.
- 7 You have a disability that cannot be seen, for example, diabetes, epilepsy or a heart condition.
- 8 You have two or more of the above.
- 9 You have a disability, special need or medical condition that is not listed above.

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b) Criminal Convictions

To help us reduce the risk of harm or injury to our students caused by the criminal behaviour of other students, we must know about any relevant criminal convictions you have.

Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them (but see the next paragraph). If you are applying for courses in teaching, health, social work and courses involving work with children or vulnerable adults, you must tell us about any criminal convictions, including spent sentences and cautions (including verbal cautions) and bindover orders. For these courses, you may need an 'enhanced disclosure document' from the Criminal Records Bureau or the Scottish Criminal Record Office Disclosure Service. We will send you the appropriate documents to fill in.

Courses in teaching, health, social work and courses involving work with children or vulnerable adults

For these courses, you must tick the box if any of the following statements apply to you.

- a I have a criminal conviction.
- b I have a spent criminal conviction.
- c I have a caution (including a verbal caution).
- d I have a bindover order.
- e I am serving a prison sentence for a criminal conviction.

If statement **e** applies to you, you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.

All other courses

For these courses, you must tick the box if either of the following statements apply to you.

- a I have a relevant criminal conviction that is not spent
 - b I am serving a prison sentence for a relevant criminal conviction.
- If statement **b** applies to you, you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.

Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.

If you enter a tick in the box you will not be automatically excluded from the application process. However, we may want to consider your application further or ask for more information before making a decision.

If you are convicted of a relevant criminal offence after you have applied, you must tell us. Do not send details of the offence, simply tell us that you have a relevant criminal conviction. We may ask you for further information.

You may find the following website useful: Criminal Records Bureau www.crb.gov.uk

8 Names and Addresses of TWO Referees

Please fill in Section 1 on TWO copies of the **Postgraduate Reference Form** and send these to the TWO people you have named on the application form. Both referees should be able to comment on the quality and standard of your recent academic or professional work;

The referees should send the completed forms directly to Oxford Brookes University.

9 Finance

Please indicate how you intend to finance your postgraduate course and living expenses, including any scholarships to which you have applied and the results, if known.

10 Declaration

Please read the declaration on the application form carefully. **You must sign it or we cannot process your application.** When you sign the form, you agree to follow these conditions:

- a) The information you have given is complete and accurate.
- b) You have the right to cancel, withdraw or suspend your application through us. You can do this by writing to us within 10 working days of the date of our official offer letter to you.
- c) Your application will normally be confidential between:
 - you, your referees and the appropriate staff at the university;
 - your school, college or training organisation and your exam board or awarding body;
 - your student support assessment body, and/or The Student Loans Company, if relevant;
 - in the case of international applicants, the British Council or appropriate agency.

However, we try to detect and prevent fraud, and have the right to give outside organisations, including the police, the Home Office, local authorities, exam boards or awarding bodies and the Benefits Agency, relevant information from your application form.

- d) If we believe that you or your referee have left out any information or given false or misleading information, we may take any necessary steps to check whether it is accurate or complete.
- e) We may, at any time, ask you, your referee or your employer to provide more information about your application (for example, proof of identity, status, qualifications or employment history).
- f) We may use information from your application form to collect statistics. We will not tell any other organisation or publish any information that could identify you.
- g) If you accept an offer of a place from the University, you must accept the terms and conditions in our prospectus (under 'Conditions of Acceptance') or in the contract we sent you with or before the offer of a place. You must read these terms and conditions carefully.

Application no

Postgraduate Application Form

Please return to: Admissions Office, Oxford Brookes University, Headington Campus, Oxford OX3 0BP UK
If you wish to receive confirmation of the arrival of your application form, please complete your name and address on the receipt acknowledgement slip provided with this form.

Read enclosed notes before filling in this form. Please write in BLOCK CAPITALS, using black ink.

1 Programme Details

Postgraduate Taught Course: Master's Degree Postgraduate Diploma Postgraduate Certificate

Title of Course:

Proposed start date (month-year):

Mode of study: Full-time Part-time
 Distance/open learning (where available)

Give details of your preferred choice of options where appropriate

2 Personal Details

Title (eg Mr/Ms/Miss/Mrs etc):

Country of birth:

Surname/Family name:

Country of domicile/Area of permanent residence:

First name(s):

Previous surname, if changed:

Applicants not born in the European Union please state if appropriate,

Male Female (tick one)

Date of first entry to the EU:

Date of most recent entry to the EU:

Date from which you have been granted permanent residence in EU:

Day	Month	Year

Address for correspondence:

Telephone number (include country and city code):

Daytime:

Evening (if different):

Fax number:

Email:

(please print clearly as email is our preferred method of communication)

Home/permanent address (if different from above):

Telephone number (include country and city code):

Daytime:

Evening (if different):

Fax number:

Email:

3 Your Education (secondary and post-secondary) including professional qualifications and training courses

Dates (from - to) month/year - month/year	Institution (include location)	Subject(s)	Result (eg BA Hons 2.1)

Continue on a separate sheet, if necessary

4 Your Employment / Professional Experience / Unpaid Occupations

Dates (from - to) month/year - month/year	Brief details (eg job title, company name, main responsibilities)

Continue on a separate sheet, if necessary

5 Your English Proficiency

If your first or main language is NOT English, the University requires evidence of your level of ability in spoken and written English. If you do not already hold a recent acceptable qualification in English (eg IELTS or TOEFL), you must either obtain one or successfully complete a University Pre-sessional course (UPS) before you can be admitted to a postgraduate course at the University.

Please tell us about any English language qualifications which you hold and **enclose copies of certificates with your application form.**

a) IELTS score (the normal minimum requirement is 6 or 6.5, depending on the programme. **Test score:**

Date of test:.....

Certificate no:.....

b) TOEFL score: The normal minimum requirement is 550 or 575 (paper based), or 213 or 232 (computer based) depending on the programme. **Test score:**

Date of test:.....

Certificate no:

c) Any other English qualification which you hold, or are about to take: **Test name:**

Test score: **Date of test:**.....

If you do not hold an acceptable English Language qualification you can apply to attend a University Pre-sessional course. If you would like to take this course please tick here.

Details of the course are available from www.brookes.ac.uk/go/ups, or email: icels@brookes.ac.uk or telephone **+44 (0) 1865 483874**.

6 Personal Statement

This is an important section and the admissions staff will pay particular attention to what you write here. You should explain why you are applying for this postgraduate programme, what you expect to achieve from it, and how it relates to your academic and career development.

(See notes for guidance).

7 Disabilities or Special Needs

a) Disabilities or Special Needs

If you have a disability, special needs or a medical condition which might affect your studies please give details below, and indicate the disability category in the box. (See notes 7a)

Disability or Special Needs Details.....
.....

b) Criminal Convictions

If you have a relevant criminal conviction, tick the box. Please see notes for guidance for a definition of relevant criminal convictions.

8 Names and Addresses of TWO Referees (You must send enclosed reference forms to referees named below)

(i) Name:

Address:

Tel:

Fax:

Email:

(ii) Name:

Address:

Tel:

Fax:

Email:

9 Finance

9a UK/EU students only:

How do you expect to pay your tuition fees?

- Research Council grant/studentship Sponsored by Employer
 Yourself Other

9b International students only:

How do you expect to pay your tuition fees?

- Government grant Sponsored by Employer
 Yourself Other

9c All students: If you hope to obtain a grant or sponsorship, or funding from other sources, please give details (eg name of funding body/sponsor):

10 Declaration

I confirm that the information on this form is complete and accurate and that no information requested or other material information has been omitted. I give my consent to the processing of my data by Oxford Brookes University. I have read the Notes for Guidance and I undertake to be bound by the conditions set out therein.

Signature: **Date:**

Office Use Only

- Unconditional Offer (date)
 Conditional Offer (date)
Condition
 Reject (date)
Reason

Agent Code/Stamp:

CSMS Course Code:

Fair/Event Code:

Application no

Postgraduate Source Questionnaire

2005/06

Oxford Brookes is constantly trying to improve the service it offers to prospective students. Please help us continue to do so by filling in the attached questionnaire and returning it with your application. Simply tick the appropriate boxes or fill in the spaces as required.

Q1 Are you: Male Female

Q2 How old are you?

Q3 Please state which course you are applying for at Oxford Brookes:

Q4a Before applying to Oxford Brookes University which of the following sources of information did you use to find out about the course you are applying for? (Please tick all relevant boxes in column a)

Q4b For each source of information you used please indicate how satisfied you were with the quality of the information provided (please tick the relevant box in column b)

	a used	very satisfied	satisfied	b neither satisfied nor dissatisfied	dissatisfied	very dissatisfied
The Oxford Brookes website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Oxford Brookes Postgraduate Prospectus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Oxford Brookes International Guide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An open evening at Oxford Brookes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A recruitment/higher education fair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An international representative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An advert in a magazine/newspaper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A radio advert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The British Council	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q5 If you were Dissatisfied or Very Dissatisfied with the quality of the information provided please say why below:

Q6 How important were the following in making your decision to apply to Oxford Brookes?
(Tick one box only in each row)

	very important	reasonably important	not particularly important	not at all important	not applicable
Course content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course reputation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course length	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The course being professionally accredited	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reputation of the university	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning support quality (eg computers/libraries)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facilities and support for postgraduate students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location (in Oxford)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal recommendation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact with Oxford Brookes staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Awareness of academic's work in chosen School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Campus tour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employment prospects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Possibility of a scholarship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall cost	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q7 Have you considered applying to any other universities? Yes No

Q8 If Yes, which one(s):

Q9 Which of the following is your home region (tick one box only)

- | | | |
|--|--|---|
| <input type="checkbox"/> UK | <input type="checkbox"/> European Union | <input type="checkbox"/> Other European Country |
| <input type="checkbox"/> Australasia | <input type="checkbox"/> Far East | <input type="checkbox"/> Middle East |
| <input type="checkbox"/> North America | <input type="checkbox"/> Central/South America | <input type="checkbox"/> Africa |

Q10 If you hold a first degree, in which year did you/will you graduate? (eg 2005)

**Thank you for taking the time to fill in this questionnaire,
your views are very much appreciated.**

Please return this questionnaire along with the attached application form.

Application no

Postgraduate Reference Form

Please return to: Admissions Office, Oxford Brookes University, Headington Campus, Oxford OX3 0BP UK

Section 1. To be completed by the applicant:

Full name of applicant:

Postgraduate taught courses: Master's Degree Postgraduate Diploma Postgraduate Certificate

Title of course:

Mode of study: Full-time Part-time Distance/open learning (where available)

Section 2. To be completed by the referee:

Note to referee: your honest and forthright assessment of the above named applicant is a necessary part of the application process to postgraduate programmes at Oxford Brookes University. When writing personal comments about an applicant, please remember that, under the UK's Data Protection Act, the applicant can ask for a copy of the reference and any other personal information that the University holds about them.

We realise providing a reference requires time and effort and we greatly appreciate your assistance. Please print or type your response, and when complete, please return it to the address stated at the top of this form. If you have any questions, please contact the Postgraduate Taught Courses Administrator on pgt-admin@brookes.ac.uk or telephone +44 (0)1865 483713.

How long and under what circumstances have you known the applicant?

What do you consider to be the applicant's strengths?

What do you consider to be the applicants' weaknesses?

Continued over page...

Using the chart below, please rate the applicant relative to other students or employees whom you have known in a similar capacity.

Please indicate the group with whom you are comparing the applicant (eg students, co-workers, etc):

	<i>Outstanding (Top 5%)</i>	<i>Excellent (6-20 %)</i>	<i>Good (21-30 %)</i>	<i>Average (31-40 %)</i>	<i>Below average</i>	<i>Unable to rank</i>
Academic potential						
Ability to work with others						
Ability to work independently						
Initiative						
Maturity						
Motivation						
Written communication skills						
Oral communications skills						
Commitment						
Creativity						
Analytical skills						

Please comment on your rankings indicated above, making any additional statements concerning the applicant's academic development to date and present performance; expected examination results/qualification (if appropriate); interpersonal skills; and if the applicant is from overseas, indicate your understanding of their ability to study at postgraduate level in English.

Please continue on a separate sheet, if necessary

Referee's Name:	Referee's Signature:
Position/Title:	Date:
Organisation:	
Address:	
City/Town:	Country:
Postal Code:	Email:
Telephone No:	Fax No.

Application no

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Ability to work independently						
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Oral communications skills						
Commitment						
Creativity						
Analytical skills						

Please comment on your rankings indicated above, making any additional statements concerning the applicant's academic development to date and present performance; expected examination results/qualification (if appropriate); interpersonal skills; and if the applicant is from overseas, indicate your understanding of their ability to study at postgraduate level in English.

Please continue on a separate sheet, if necessary

Referee's Name:	Referee's Signature:
Position/Title:	Date:
Organisation:	
Address:	
City/Town:	Country:
Postal Code:	Email:
Telephone No:	Fax No.

Application no

Ethnic Origin Form

Please state your ethnic origin in the box using the codes provided. However, this section should be completed only by applicants whose area of permanent residence (see section 2 of the application form) is in the UK.

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White	
White	11
Black	
Black Caribbean	21
Black African	22
Other black background	29
Asian	
Indian	31
Pakistani	32
Bangladesh	33
Chinese	34
Other Asian background	39
Mixed	
White and Black Caribbean	41
White and Black African	42
White and Asian	43
Other mixed background	49
Other ethnic background	
Other ethnic background	80

Please return this form with your completed application.

This information WILL NOT be made available to Admissions Tutors for selection purposes

Please fill in your name and address in the box below.

Application no

Thank you for applying to study on our postgraduate programme at Oxford Brookes University. Your application has been forwarded to the relevant course team and a decision will be taken as soon as possible.

If you have any queries regarding the progress of your application, please contact the Admissions Office, email admissions@brookes.ac.uk, quoting your application number above.